

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepED Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Pangalawang Kalihim
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DepEd Order
No. **51**, s. 2005

AUG 3 1 2005

**GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF
SCHOOL-BASED REPAIR AND MAINTENANCE FUND
UNDER CY 2005 BUDGET**

To: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. For the information and guidance of all concerned, enclosed is the detailed Guidelines on the Utilization and Liquidation of School-Based Repair and Maintenance Scheme for CY 2005 (SBRMS) as amended. (Enclosure No. 1). This supercedes any provision of DepED Memoranda/Orders inconsistent with the guidelines herein enclosed.
2. Also enclosed are the Statement of Interest Form (Enclosure 2); Checklist of Allowable Repair and Maintenance Work under SBRMS (Enclosure No. 3); Implementation Agreement (Enclosure No. 4a and 4b); School Liquidation Report (Enclosure No. 5); Statement of Expenditures (Enclosure No. 6); and SBRMS Status and Assessment Report (Enclosure 7).
3. This guideline will cover the utilization of the "SBRMS 2005 Fund Balance" of P169,014,000.00 and the liquidation (item no. 5 of the guideline) of "Brigada Eskwela" in the amount of P115,760,000.00 as stipulated in DepEd Memorandum dated 16 June 2005 regarding the utilization of regionwide lumpsum appropriations for Repair and Maintenance of School Buildings. A separate memorandum will be issued regarding the liquidation of the portion of these funds that were used for the Sagip Eskwela Program.
4. Implementation of the said balance will be done in the month of October 2005 in time for the school semestral break .
5. Schools who have already been a recipient of the Sagip Eskwela and Brigada Eskwela programs cannot anymore avail of the remaining funds for repair and maintenance. This will ensure that other schools can be accommodated in the said budget.
6. Wide and immediate dissemination of this Memorandum is desired.


JUAN MIGUEL M. LUZ
Undersecretary *17.Villos*

Encls: As stated

References: DepED Memoranda: (Nos. 298 s. 2003), 68, s. 2002 and 394, s. 2002 And No. 28, s. 2005 (Enclosure No. 1)

**GUIDELINES ON THE UTILIZATION AND LIQUIDATION OF
SCHOOL-BASED REPAIR AND MAINTENANCE FUND
UNDER CY 2005 BUDGET**

1. The following terms are defined in this Memorandum as:

- a. **SBRMS Fund.** The amount of Ten Thousand Pesos (PhP10, 000.00) for the minor repair and maintenance of public elementary and secondary schools availed of under the 2005 Brigada Eskwela Program and to be provided under the 2005 SBRMS Fund Balance.
- b. **Principal-Led Approach.** The scheme wherein the School Head takes the lead role in planning and implementation of repair and maintenance of school facilities.
- c. **PFSED.** Physical Facilities and Schools Engineering Division under the Office of Planning Service, who oversee the implementation of the School Building Infrastructure Projects of the Department, and shall be responsible in validation of physical accomplishment of this project. PFSED is located at 4th Floor, Bonifacio Building, DepED Complex, Meralco Avenue, Pasig City with telefax No. 638-41-08/637-64-64.
- d. **DepED Project Engineers.** The project engineers of PFSED-OPS, formerly known as the Task Force Engineering Assessment and Monitoring (TFEAM) Project Engineers (TPE).
- e. **Implementation Agreement (IA).** A supporting document signed by the Principal and the Schools Division Superintendent upon receipt of funds for SBRMS.
- f. **Monthly Statement of Expenditures (MSOEs).** The monthly report of expenditures accomplished by the Division Accountants using the Statement of Expenditures (Form 2) submitted to the Regional Office for review and consolidation and forwarded to the Central Office for evaluation and onward submission to the World Bank through the Department of Budget and Management (DBM).

2. Allocation of Funds

- a. All public elementary and secondary schools (with or without Financial Staff) who were not able to avail of the SBRMS Fund under the last 2005 Brigada Eskwela Program are entitled to avail the amount of Ten Thousand Pesos (PhP10,000.00) for the minor repair and maintenance of school facilities.
- b. To avail of the said fund, interested schools should accomplish the prescribed Interest Form (Enclosure 2) This should be supported by proposed scope of works to be undertaken based on the Checklist of Allowable Repair and Maintenance Work under SBRMS (Enclosure No.3) and must be submitted to the Division Office for evaluation by the

Physical Facilities Coordinator within a month upon receipt of this memorandum.

- c. All participating schools shall be given priority in the allocation of allotment and cash and ensure the timely release of the said fund.

3. Approval and Releasing Process

- a. The DepED Division Office shall submit to the DBM-Regional Office the list of SBRMS recipient schools including secondary school with financial staff properly identified, together with the other requirements for the release of the SARO/NCA.
- b. The funds shall be released in the following manner:
 - 1. For Elementary Schools and Secondary Schools without financial staff, the funds shall be directly released to the Division Office. Upon receipt of the SARO and Notice of Cash Allocation (NCA), the Division Office shall release the SBRMS Fund directly to the schools which submitted the Interest Form and has qualified to avail the said fund.
 - 2. For Secondary Schools with Financial Staff, they shall receive the funds directly from the DBM Regional Office. However, the DBM Regional Office shall provide the Division Office with a copy of the release of SBRMS funds (SAROs and NCAs) for monitoring purposes.
- c. In both cases, the release shall be supported by an Implementation Agreement (Enclosure No. 4a and 4b) signed by the School Heads and the Schools Division Superintendent. The signed Implementation Agreement shall be consolidated by the Division Office. The Division Office then, shall submit the consolidated Implementation Agreement to the DepED Regional Office copy furnished the DepEd Central Office Accounting Division under the Financial Management Service.

4. Implementation and Procurement Procedures

- a. Immediately upon receipt of the funds, the School Head shall undertake the repair and maintenance work.
- b. Repair and maintenance work shall be undertaken through community participation or Pakyaw System. The fund may be used to buy materials needed for the repair.
- c. Only approved works earlier submitted to the Division Office which is contained in the Checklist of Allowable Repair and Maintenance Work under SBRMS (Enclosure No. 3) will be allowed and eligible for the SBRMS fund.
- d. The Regional and Division Physical Facilities Coordinators together with DepED Project Engineers shall facilitate, monitor, and extend technical

assistance to the recipient School Heads (elementary and secondary schools with or without financial staff) to ensure smooth implementation of the project.

5. Liquidation of the SBRMS Fund

- a. The School Head should prepare the School Liquidation Report (**Enclosure No. 5**) for the PhP10,000.00 SBRMS fund received following the government accounting rules and regulations **within five (5) days** after the completion of works and shall be supported by the following documents:
 - i. Report of Disbursements
 - ii. Receipts or Sales Invoices
 - iii. A simplified contract in a form of Job Order or Work Order (for Pakyaw System)
 - iv. Duly Accomplished Reimbursement Expense Receipt (RER) (in the absence of payees printed receipt to support claims for disbursement)
- b. All liquidation documents shall be submitted by the School Heads of the concerned elementary and secondary schools (with or without financial staff) to the Office of the Division Superintendent **not later than August 31, 2005** for 2005 Brigada Eskwela Program recipient schools and not later than November 21, 2005 for the SBRMS 2005 Fund Balance. These shall be retained at the Division Office for future reference during post review.
- c. The Division Accountant shall prepare the Monthly Summary of Liquidated SBRMS Fund received by schools and accomplish the Statement of Expenditures (**Enclosure No. 6**) within ten (10) days upon receipt of the liquidation report. With the concurrence of the Schools Division Superintendents, the SOEs shall be forwarded to the Regional Office copy furnished the DepED Central Office for review of the report and consolidation of the Regional Accountant. The consolidated SOEs shall be submitted by the Regional Offices to the DepEd Central Office Accounting Division under the Financial Management Service (FMS) within fifteen (15) days upon receipt from the Division Offices.
- d. The FMS-Accounting Division shall evaluate the documents on the completeness and accuracy of the SOEs and if eligible for World Bank financing prior to submission to the World Bank through the Department of Budget and Management (DBM).
- e. All Division Offices and Regional Offices should ensure that all SOEs pertaining to the SBRMS Fund released have been prepared and submitted to the FMS-Accounting Office prior to the closing on December 31, 2005 of the Social Expenditure Management Program (SEMP- II) of which the SBRMS Fund is part of the budgetary support provided for the Department.


6. Monitoring and Assessment

- a. Regional/Division Physical Facilities Coordinator (PFC) shall monitor and assess completed and on-going repair and maintenance works funded under the SBRMS. The DO's shall submit SBRMS Status and Assessment Report on a quarterly bases, 15 days after the end of each quarter using the prescribed form (**Enclosure No. 7**) copy furnished DepED Regional Office (RO).
- b. The DepED Project Engineers shall conduct on-the-spot random inspection of works undertaken under SBRMS to: (1) assess system implementation; (2) recommend improvements; and (3) report on best practices, lessons learned, issues and concerns requiring management action.


7. Protection Clause

- a. The DepED through the OPS-PFSED reserves the right to conduct a program audit of any or all recipient schools covered by a particular SBRMS Calendar Year 2005.
- b. Improper or unauthorized used of the SBRMS funds shall be dealt with accordingly. By default, schools who will fail to follow this guideline will refund the amount released to them.
- c. Personnel responsible in violating the Implementing Guidelines for the School-Based Repair and Maintenance Scheme shall be administratively sanctioned in accordance with the existing pertinent government laws, rules and regulations.

Approved by:


17-VIII-05
JUAN MIGUEL M. LUZ
Undersecretary, DepEd

*With the Concurrence of the Department
of Budget and Management:*


LAURA B. PASCUA
Undersecretary, DBM

(Enclosure No. 2 to DepED Order No. 51, s. 2005)

STATEMENT OF INTEREST

We are interested in being part of the School Building Repair and Maintenance

SCHOOL : _____

ADDRESS : _____ E-MAIL _____

DISTRICT : _____

DIVISION : _____

REGION : _____

PRINCIPAL OR TEACHER-IN-CHARGE (Mobile/Cellular Phone number, if any)

PRESIDENT/HEAD OF THE PTCA

My school wants to apply for a P10,000.00 SBRMS (School Building Repair and Maintenance) Grant

YES NO

We will use the PhP 10,000 grant for the following:

CHECKLIST OF ALLOWABLE REPAIR AND MAINTENANCE WORKS FOR SBRMS

General Requirements

- SBRMS Funds shall be used only for repair and maintenance of school facilities used by the students, classrooms, laboratories, toilets, clinics, covered walk, stage, security fence, drinking stations, canteens and libraries.
- SBRMS Funds shall be used only for minor repair and maintenance works of school facilities mentioned above.

The following are Minor Repair and Maintenance Works:

- 1. Roofing and Accessories**
 - 1.1 Repair/replacement of roofing sheets
 - 1.2 Repair/replacement of gutters
 - 1.3 Repair/replacement of ridge rolls
 - 1.4 Repair/replacement of flashings
 - 1.5 Repair/replacement of fascia boards
 - 1.6 Repair/replacement of downspouts
 - 1.7 Application of rust inhibitors and rust converters
 - 1.8 Painting of roofing and accessories
- 2. Ceiling**
 - 2.1 Repair/replacement of ceiling boards
 - 2.2 Painting of ceiling
- 3. Doors and Windows**
 - 3.1 Repair of Doors and window jambs
 - 3.2 Repair/replacement of window blades
 - 3.3 Replacement of doors
 - 3.4 Repair/replacement of door locksets and hinges
 - 3.5 Painting of doors and windows
- 4. Interior and Exterior Wall**
 - 4.1 Repair/replacement of partition boards
 - 4.2 Painting of interior and exterior walls
- 5. Flooring**
 - 5.1 Floor topping (concrete)
 - 5.2 Repair/replacement of flooring (wooden)
 - 5.3 Repair of cracks and patch holes
- 6. Electrical**
 - 6.1 Replacement of electrical fixtures e.g. fluorescent lamps, incandescent bulbs, convenience outlets and switches
 - 6.2 Electrical re-wiring.
- 7. Plumbing**
 - 7.1 Replacement of plumbing fixtures e.g. water closet, urinals, lavatories
 - 7.2 Declogging of sanitary pipes
 - 7.3 Repair of leaks
- 8. Miscellaneous**
 - 8.1 Application of wood preservatives
 - 8.2 Repair/replacement of blackboards
 - 8.3 Repair of security fence
 - 8.4 Repair of drainage system

IMPLEMENTATION AGREEMENT

Gentlemen:

We are pleased to inform you that the Division Office shall release the amount of Ten Thousand Pesos Only (P 10,000.00) for each school listed below as part of the School-Based Repair and Maintenance Scheme (SBRMS) of the DepED. The funds shall be used for the repair and maintenance of the school facilities subject to the following conditions:

- A. The Principal shall use the SBRMS fund only for works allowed in the DepED Order/Memo on SBRMS.
- B. The Principal shall execute the works according to the procedures set forth in DepED Order/Memo on SBRMS.
- C. The principal shall disburse and liquidate SBRMS Fund in accordance with the Guidelines for the Liquidation of SBRMS Fund.
- D. The Principal shall submit to the Division Office the accomplished School Liquidation Form (Form 1) within five (5) days from the completion of the repair and maintenance work.

Should you agree with the above-mentioned conditions, please sign in the conforme blank below. When signed, this letter will serve as the implementation agreement for the SBRMS Fund.

Very Truly Yours,

Schools Division Superintendent

CONFORME:

<u>Recipient School</u>	<u>Name of Principal</u>	<u>Amount</u>	<u>Signature</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

For Secondary Schools with Financial Staff

Date: _____

IMPLEMENTATION AGREEMENT

The Schools Division Superintendent:
Division of _____

Dear Sir/Madam,

An amount of Ten Thousand Pesos Only (P 10,000.00) was released by DBM-RO to our school as part of the School-Based Repair and Maintenance Scheme (SBRMS) of the DepED. The funds shall be used for the repair and maintenance of the school facilities subject to the following conditions:

- A. The undersigned shall use the SBRMS fund only for works allowed in the DepED Order/Memo on SBRMS.
- B. The undersigned shall execute the works according to the procedures set forth in DepED Order/Memo on SBRMS.
- C. The undersigned shall disburse and liquidate SBRMS Fund in accordance with the Guidelines for the Liquidation of SBRMS Fund.
- D. The undersigned shall submit to the Division Office the accomplished School Liquidation Form (Form 1) within five (5) days from the completion of the repair and maintenance work.

This letter will serve as the implementation agreement for the SBRMS Fund.

Very Truly Yours,

School Head
(Name of School)

Concurred by:

Schools Division Superintendent

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
 SOCIAL EXPENDITUREMANAGEMENT PROJECT

Form 1
 SCHOOL LIQUIDATION FORM
 PERIOD COVERED _____

SCHOOL : Jose Rizal High School
 ADDRESS : Brgy. Santiago, Lallo, Cagayan
 REGION : II
 DIVISION : Cagayan DISTRICT : Lallo North

DATE : _____
 SBRMF CASH ADVANCE : _____
 CHECK NO. : _____
 DATE OF CHECK : _____

Item No.	DESCRIPTION OF WORK	ESTIMATED COST	ACTUAL SCHEDULE			ACTUAL COST (PESOS)			REMARKS	Supporting Documents Attached	
			DATE STARTED	DATE COMPLETED	NO OF DAYS (4-3=5)	MATERIALS	CONTRACT	LABOR			TOTAL (6+7+8=9)
	Sample (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(11)	(12)
	Change of G I Roof	300.00	10-Aug	12-Aug	2	200.00		100.00	300.00	"pakyaw"	Receipt 1-3
01	Repair of leaking faucet	300.00	15-Aug	17-Aug	2	150.00			150.00	c/o Janitor	Receipt 4-5
02	Replacement of door knob	400.00	18-Aug	19-Aug	1	300.00			300.00	c/o Janitor	Receipt 6-7
03	Repair of security fence	5,000.00	20-Aug	30-Aug	10		6,000.00		6,000.00	contract	encloused
04	Repair of Ceiling	40,000.00	21-Aug	28-Aug	7	2,000.00		1,000.00	3,000.00	"pakyaw"	
05						2,650.00	6,000.00	1,100.00	9,750.00		

based on plans reviewed by SRMC
 Attach Principal's School Memorandum on the creation of School Repair and Maintenance Committee and designation of Chairman

PREPARED BY: _____ CERTIFIED TRUE AND CORRECT

NAME AND POSITION _____ PRINCIPAL _____ CHAIRMAN _____

TO BE FILLED UP BY PFSED/SEMP-PMO
 FINDINGS: _____ INSPECTED BY: _____

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF EDUCATION
 SOCIAL EXPENDITURE MANAGEMENT PROJECT

Form 2

REGION STATEMENT OF EXPENDITURES

PERIOD COVERED: From _____ To _____
 (month/year)

PERIOD COVERED: January 1-30, 2002

REGION : 11 DIVISION : Cagayan

SOE NO. : _____

DATE : _____

RECIPIENT/CREDITOR					DISBURSEMENTS					
Name of Payee (1)	Description (2)	Recipient School (3)	Address (4)	Purchase Order of ROA No. (5)	Amount Received (6)	Amount Disbursed (7)	Check No. (8)	Date of Check (9)	Balance (Unspent ROA) (6-7=10) (10)	Remarks

- All supporting documents available at the Division Office
- If account is received in cash, indicate the date the amount is received.

Prepared by:

Certified True and Correct:

Reviewed by:

Approved by:

DIVISION ACCOUNTANT
 (Signature Over Printed Name)

DIVISION SUPERINTENDENT
 (Signature Over Printed Name)

REGIONAL ACCOUNTANT
 (Signature Over Printed Name)

REGIONAL DIRECTOR
 (Signature Over Printed Name)

Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Physical Facilities and Schools Engineering Division
 Office of Planning Service
 DepED Complex, Meralco Ave., Pasig City

NATIONAL MONITORING REPORT ON SBRMS

Period Covered: _____

REGION	No. of Schools			Remarks
	Availed of SBRMF	Completed Repair Works	Submitted Liquidation Reports	

TOTAL

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Prepared by:

Reviewed by:

 SBRMS Coordinator

 Chief, PFSED-OPS

Republic of the Philippines
DEPARTMENT OF EDUCATION
 DepED Complex, Meralco Ave., Pasig City

DIVISION MONITORING REPORT ON SBRMS

Period Covered: _____

Region: _____
 Division: _____

Date Prepared: _____

Name of School	Funds		No. of Facilities Repaired Per Type Listed	Date Started	Date Completed	Liquidation Reports Submitted		Problems Encountered	Recommendations
	Amount Received	Date Received				Classroom	Others (specify)		
TOTAL									

Prepared by: _____

Attested by: _____

 Division PFC

 Division Superintendent

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
 Physical Facilities And Schools Engineering Division
 DepED Complex, Meralco Avenue, Pasig City

DPE'S INSPECTION REPORT ON SBRMS

SBRMF: _____
 Date Received: _____

1. PROJECT INFORMATION

Project Description:
Name of School:
Location:
Division:
Name of Principal:
Mode of Implementation:
Date Started:
Date Completed:

2. IMPLEMENTATION

2.1 Process		YES	NO	
Principal signed the implementation agreement				
Funds used only for repair and maintenance of school facilities				
Repair works according to the checklist provided in the guidelines				
Principal submitted liquidation reports				
2.2 Repaired Structure		Acceptable		Findings
Work Done		YES	NO	
Roof	Roofing Sheets			
	Gutters			
	Ridge Rolls			
	Flashings			
	Fascia Boards			
	Downspouts			
Ceiling	Ceiling Joists			
	Ceiling Boards			
Doors and Windows	Doors			
	Door Jambs			
	Locksets & Hinges			
	Window Blades			
Walls	Masonry Wall			
	Partition Boards			
	Studs			
Electrical	Lighting Fixtures			
	Switches			
	Outlets			
Plumbing	Plumbing Fixtures			
	Pipes and Fittings			
Others	Specify Item/s			

Prepared By: _____

Reviewed By: _____

DepED Project Engineer

Division PFC

